**NORTH YORKSHIRE COUNTY COUNCIL**

**CRAYKE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNING BODY**

**Meeting of the Full Governing Body**

**13th February 2017 at 5.30pm**

MINUTES

Present: Co-opted Governor: Hugh Porter (HP) (Chair)

Head teacher: Andrew Buttery (AB)

LA Governor: Fiona Warriner (FW)

Foundation Governor: Rev Liz Hassall (LH)

Ann Chappell (AC)

Co-opted Governor: Daniel Curtois (DC)

Michael Pepper (MP)

Norman Jackson (NJ)

Staff Governor: Aniko Sheppard (AS)

Parent Governor: Sally Bunce (SB)

Pete Wilson

In Attendance Claire Twigg (Clerk) (CT)

Apologies: None

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| Minute | Details | Action |
|  | **PART ‘A’ – PROCEDURAL** |  |
| 1. | Opening Prayer  AC lead an opening prayer. |  |
| 2. | Apologies for absence  None received. |  |
| 3. | Declaration of Interests  HP reminded governors of the need to declare any interests, pecuniary/non-pecuniary. – None declared. |  |
| 4. | Minutes of the last meeting and matters arising  The minutes of the last meeting on 03/10/2016 were agreed as an accurate record and signed by the Chair.  AB confirmed that he would add minutes to the website (not confidential minutes). He also confirmed that staff are fed back to staff following governor meetings.  All matters arising are included on the agenda. | AB |
| 5. | Confidential agenda items  HP asked if any agenda items need to be treated as confidential and excluded from the minutes to be made public; AB confirmed that item 17 would be confidential. It was agreed that anything else confidential would be highlighted. |  |
| 6. | Governing Body Update  HP reported that the parent governor vacancy had been advertised with no interest received. HP confirmed that PW is to fill the parent governor vacancy with a start date of 1st January 2017 (4-year term). AB to update the website to reflect this change.  HP informed governors that FW is to resign from her post as LA governor at the end of the school year. HP asked governors to think about a suitable candidate for this role (or a co-opted governor role) and inform himself or AB. It was agreed that this post would be advertised later in the term if required.  *LH joined the meeting*. | AB  ALL |
| 7. | Committee Reports  Curriculum and Achievement – FW and AB reported that the committee had looked in detail at the Fisher Family Trust data and AB had explained how the data is used to monitor pupil progress. The committee had also discussed the new curriculum and how this is becoming embedded in school and the confidence of staff and children relating to this.  Personnel, Finance and Premises – MP reported that the committee had reviewed their Terms of Reference. He reported that the committee had spent time looking at all the budget headings and benchmarking in detail.  He explained that school will have a likely carry forward of £26k into 2017/18. A balanced budget is to be planned for and with this in mind MP went on to explain that school and governors need to be mindful of future increased teaching costs and pension costs. Currently the change of these costs is unknown as is the new funding formula to schools. MP reported that AB has already commenced the process of reviewing and reducing costs in school. HP and MP are to meet with the Financial Officer from NYCC in due course. HP added that the school hope to keep approx. £25k as a minimum reserve. LH asked about the current 3-year forecast. AB stated that this is positive and remains in credit.  MP reported that the committee had reviewed the Health and Safety report undertaken by the new Health and Safety Officer from NYCC. This had been a positive report. AB confirmed that the Officer will visit school 3 times per year and undertake staff training.  SFVS - MP reported that this is a self-assessment document completed annually and submitted to NYCC. MP reported that this document had been completed and reviewed by the PP and F committee. Governors ratified the document for submission. |  |
| 8. | Class Visit reports and other governor visits  Class 1 - AC reported that she had observed a music lesson taken by a music specialist. She stated that this had been well delivered with lots of pupil engagement and she could see the value of a specialist coming into school.  She reported that she had also undertaken a book scrutiny visit which had been superb. She saw a huge amount of work recorded and evidenced which showed clear progression of the children.  She also reported that she had attended 2 achievement assemblies.  Class 2 – DC reported that he had undertaken a book scrutiny visit. He stated that all books were marked thoroughly with good feedback to the children. The teacher had explained to him how the marking and feedback is then used for lesson planning.  Class 3 – FW reported that she had attended a guided reading session as she was keen to see the new method used. She found that the session was very well structured and organised in small groups with adult supervision. All children were very focused and clear on what they were doing.  *PW joined the meeting.*  Class 4 – SB reported that she had observed a PE lesson and she had been very impressed with the use of the small space as well as the behaviour and enthusiasm of the children.  HP reminded governors to look at the marking policy prior to undertaking book scrutiny visits.  PW reported that he had visited school to review the online safety measures in place. He had worked through a list of recommendations with Louise and reported that school were exceeding adherence in all areas.  Governors passed on thanks to Louise.  HP reported that he had been involved with the annual review of safeguarding along with AB which has been submitted to NYCC.  HP reported that school had paid for a review/audit of the single central record which had taken place last week. Helen Bacon had worked with the auditor and a report would be sent to school in due course and any issues addressed.  HP informed governors that a governor walkaround/learning walk is to be arranged for the summer term. AB to arrange a date. | AB |
| 15. | Strategic Plan  HP reported that as part of a consultation parents, staff, governors and pupils had been met with and asked for input to the document. AB and HP then pulled the document together. HP reported that the document includes the ethos/vision of the school and looking forward to achievements for the future.  HP referred to the document and the following amendments were agreed:   * Governors were happy with document up to the end of page 2, ‘Strategic goals’.   **Achievement**   * A discussion took place around the goal for the level of progress. A number of governors felt that adding a goal very high would put pressure on the children. LH added that the key point is how far children have come not how highly they achieve. It was also agreed that more focus be given in the document on making learning as enjoyable and engaging as possible.   It was agreed to leave the second bullet point as it is but add more detail around the starting point of children.   * MP asked if there would be any benefit offering further sessions to parents. AB reported that the maths session had not been well attended. DC suggested a webinar as an alternative to reach parents. AB to look into. * AS to put together an additional bullet point around the health, wellbeing and self-esteem of children.   **Curriculum**   * ‘World Class’ to be removed and reworded in first sentence. * Add ‘fun’ to bullet point 4. * Amend Forest Schools bullet point to cover all year groups.   **Leadership**   * Take out ‘uncompromising’ in strategic goal.   **Partnerships**  No changes.  AB and HP to put a new draft to include the changes discussed and circulate to governors for agreement. Document to then be published to parents. | AB  AB&HP |
| 13. | *LH, FW, AC and SB left the meeting.*  Head Teacher’s Report  The Head Teachers report was circulated prior to the meeting. AB gave an overview of the report and the following comments/questions were raised:  1a. AB confirmed that pupil numbers currently stand at 96 increasing to 97 after Easter as new pupil is due to start in year 3.  1c. AB reported that there were ongoing medical issues relating to 1 pupil which required the use of a toilet. AB advised that he has approached NYCC and there is the potential of an additional toilet being added to the school building. He also reported that school are resubmitting this pupils EHC plan in the hope of gaining some additional help/support.  2a. AB confirmed that 1 of the TAs hours have reduced in light of the pupil being absent from school on a regular basis.  AB also advised that another TAs hours have been reduced.  3. HP asked AB to pass on governor thanks to CHASA for the recent funding relating to the school website.  6a. AB reported that the 3 documents circulated prior to the meeting show levels of attainment at the end of the autumn term.  AB gave an overview of the data with the following being highlighted:   * EYFS- AS stated that she hoped that the cohort is on track to achieve a similar GLD as last year (80%). * Year 2 writing – AB stated that this was a slightly weaker area. He reported that school are looking at ways to move children forward with writing He reported that there are 3 children ‘working towards’ * Year 2 reading – All expected to reach national expected level. * Year 2 maths – AB reported that there are 2 children who will probably not achieve expected level. * Year 6 reading – AB reported that this area is looking strong with some high achievers. * Year 6 writing – Looking very positive with a huge amount of work undertaken in this area. * Year 6 maths – AB reported that this is a weaker area with this cohort. He reported that there is 1 child who is likely to be disapplied with 2 other children ‘working towards’.   AB gave a brief overview of the strengths and weaknesses of the remaining year groups. | AB |
| 14. | School Development Plan Update  AB confirmed that this has been updated and is available for governors to view. |  |
| 16. | Coasting School  To be added to the agenda of the next meeting | CT |
| 12. | Equal Opportunities Policy review and Outcomes  To be added to the agenda of the next meeting. | CT |
| 10. | Parent Pay  The PP and F committee reported that this would have significant savings to admin costs and time and therefore recommended that this system is implemented in school – Governors agreed with this recommendation. |  |
| 9. | Governor Training  HP reported that he had attended some monitoring training and the GSIN meeting.  HP reported that the subscription to ‘Modern Governor’ is due for renewal in March. Governors agreed not to renew this subscription. HP confirmed that he would look into alternative online training and other training opportunities for governors. | HP&AB |
| 11. | Policy review  Admissions – Agreed  Assessment and Reporting – Agreed  Teaching and Learning – Agreed  Voluntary Helpers – Agreed  Curriculum – To go to the Curriculum Committee for further review  School Information Policy – Agreed  HP confirmed that he intends to review all policies with potential delegation to committees/individuals. | HP |
| 18. | Any Other Business  None raised. |  |
| 19. | FGB meeting dates for 2016/17  **8th May 2017, 6.00pm**  **\*\*26th June 2017, 6.00pm – PLEASE NOTE CHANGE OF DATE\*\*** |  |

Signed By Date: